**(Use a Separate Form for Each Vendor)**

State of California

California Integrated Waste Management Board (CIWMB)

CIWMB 74G-LEA (Revised 09/03 for LEA Grant Program)

Grant # _____

Grantee_____

# Recycled-Content Certification Form for the Local Enforcement Agency Grant Program

☐ **Check box if no products, materials, goods, or supplies were purchased with grant funds.**

The contractor, vendor, product supplier, bidder, or grantee should complete this form. **Use a separate form for each vendor**. Complete a row for each product purchased with grant funds. Attach additional sheets if necessary. Information on all products must be included, even if the product does not contain recycled-content material. Recycled-content product information may be obtained from vendors, product catalogues, labels, website listings, CIWMB Buy-Recycled database at: http://www.ciwmb.ca.gov/RCP/. **To complete this form; please see footnotes on the back of this page**.

**Grantees**: Review completed form and submit a copy to your CIWMB grant manager with your annual report.

Product Supplier_____Date_____

Address_____Phone_____

Fax_____E-mail_____Web site_____

| Qty | Unit of Measure | Grant Dollars | Product Manufacturer | Manufacturer product ID # | Product Description | Product Category[1] | Postconsumer Material (Percent)[2] | Secondary Material (Percent)[3] | Virgin Content (Percent)[4] | Total Percent[5] |
|---|---|---|---|---|---|---|---|---|---|---|
| 1000 | 1 | $918 | New Leaf | #80 Cover | Educational Brochure | PW | 50% | 50% | 0 | 100% |
| 2 | Each | $60 | PIA | #7392 | Folding Table | ST | Used Item | | | 100% |
| 1 | Each | $2,000 | HP | | Computer | N/A | | | | 100% |
| 1 | Each | $16,000 | Ford | | 4 WD Truck | ST | | | | 100% |
| 10 | Box (2500) | $750 | Sierra | #66780 | Printer Paper | PW | 30% | 0 | 70% | 100% |
| 1 | Each | $275 | Barclay | | California Code of Regulations | PW | 30% | | 70% | 100% |
| | | **Total: $20,003_** | | | | | | | | |

*Public Contract Code(PCC) sections 10233, 10308.5, & 10354 require all vendors and contractors to certify in writing, under penalty of perjury, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold. PCC 12213 & 12205(a) require all local & State public agencies to require this from contractors.*

Print name of person completing forms                Title                Agency/Company

**Footnotes**

**TR = TOTAL RECYCLED CONTENT          PC = POSTCONSUMER**

1. **Product category** refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by either weight or volume.

> **N/A - Not Available:** If the product does not fit into any of the product categories, put "N/A."
>
> **Common N/A products include:**
> Wood products, textiles, aggregate, concrete, electronics such as computers, TV, software on a disk, telephone systems, printers, copiers, fax machines.

**PP - paper products:** paperboard (file boxes, cartons, wrapping), hanging files.

**PL - plastic products:** toner cartridges, office products, clothing, binders.

**PW - printing and writing paper**: xerographic, and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white woven envelopes, cover stock, educational brochures.

**ST - steel products and vehicles: For steel products complete only dollars, product description, and product category column**. Common steel products include automobiles, trucks, staplers, paper clips, steel furniture, scissors, chairs.

**TI – tires:** passenger, truck.

2. **Postconsumer material** is material derived from used or recycled material. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled into another product.

3. **Secondary material** is material derived from finished products or fragments of finished products of a manufacturing process that have not been used. An example would be a manufacturer's paper trimmings put back into the manufacturing process for new products. Secondary material is generally any material (product) that did not get to the consumer or was never used prior to being recycled. Secondary material **does not** include postconsumer material.

   **Example:** If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column. If it contained 20 percent postconsumer material and 40 percent secondary material, indicate 20 percent in the Postconsumer column, 40 percent in the Secondary Material column, and 40 percent in the Virgin Material column.

4. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer material.

5. The sum of the Postconsumer column, the Secondary column, and the Virgin Content column must equal 100 percent.

For more information, please visit http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Certify.htm or contact JoAnn Jaschke with CIWMB's Buy Recycled Section at (916) 341-6477 or jjaschke@ciwmb.ca.gov